



The City of Central Point
is currently recruiting for the position of
Public Works Office Assistant

The City of Central Point is seeking to establish a pool of qualified applicants for the position of:

FULL-TIME OFFICE ASSISTANT IN THE PUBLIC WORKS DEPARTMENT

Applications will be accepted until 4:00 p.m. Friday, June 1, 2012

The person in this position will provide a variety of clerical support functions to the Public Works Department and serve as an information resource to Public Works staff and members of the general public.

[See job description for more information.](#)

Minimum Qualifications:

- completed City of Central Point employment application and all supplemental application forms and/or documents
- high school diploma or equivalent, with the ability to read, write, and perform basic arithmetic at a 12th-grade level
- two to three years of demonstrated relevant clerical experience
- strong organizational, communication, and computer skills
- possession of a valid driver's license
- ability to contribute to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner at all times
- excellent work ethic

Office Assistant is a bargaining unit position represented by Teamsters Local 223. Salary and benefits are negotiated and codified in a collective bargaining agreement. Pay and benefits set forth in the current bargaining agreement include:

Starting Salary: \$2,564/month Grade "2-3" of the Classification Pay Plan

Benefits Package: Medical, dental, vision, and Rx insurance, health reimbursement account, vacation and sick leave accrual, paid holidays, PERS retirement, life and long term disability insurance, plus optional deferred compensation, flexible spending account, and additional life insurance.

A cover letter, signed City of Central Point employment application and supplemental application forms, and two letters of reference are required to be considered for this position. Additional information that addresses your qualifications for the position may be submitted. Late or incomplete applications will not be considered.

Return signed, completed applications to:

City of Central Point
Attn: Human Resources
140 S 3rd Street
Central Point OR 97502

or fax to:

541.664.4225
You may call 541-423-1046 or email
hr@centralpointoregon.gov to confirm
receipt of application (and legibility of fax)

All application materials must be received by 4:00 p.m. on Friday, June 1, 2012.

The City of Central Point is a non-discriminatory, equal opportunity employer.